



**Department of Planning,  
Zoning & Building**

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**MEMORANDUM**

**TO:** DRO Applicants  
DRO Agency Staff  
Interested Parties

**FROM:** Jon MacGillis, ASLA, Zoning Director 

**DATE:** July 16, 2018

**RE:** Remand of Zoning Applications to DRO after Certification

The Unified Land Development Code has a provision in Article 2.A.10 relative to the remand of an application back to the Development Review Office after it has been certified for Public Hearings. The applicant or Zoning Director can request an application to be remanded if modifications to the certified application warrant re-review by the DRO Agencies. When an application is remanded back to DRO, the Zoning staff shall consult with the applicant to determine whether the DRO six month clock starts over or if less time is needed to re-certify the application. This determination shall be based on the applicant submitting a letter and a Site Plan clearly listing in detail the modifications. The Zoning Director will evaluate the modifications and determine the level of Agency review required to re-certify the application for Public Hearing and make a final determination if the DRO application review period will be reset to six months or less.

**Section 10 Postponement, Remand, Suspension of Development Review,  
Withdrawal and Denial of Application**

**A. Postponement and Remand**

Postponement or remand of applications that were subject to the final decision of BCC or ZC shall be subject to the requirements indicated in [Art. 2.B, Public Hearing Processes](#). Applications that are subject to the final decision by the DRO shall be subject to the requirements indicated in [Art. 2.C, Administrative Processes](#). [Ord. 2018-002]

If you have any questions, contact me at 561-233-5234 or Bill Cross, Principal Site Planner at 561-233-5206.

JPM/WC/jm

C: Ramsay Bulkeley, Deputy PZB Director

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